TRAINING *à la Carte*
COMPUTER LITERACY EXPERTS

This course is for anyone who uses Excel 2000 on a personal computer and who has some experience with Windows 95 or Windows NT Workstation 4.0. This course is for people who are new to spreadsheet work, or who have not used a spreadsheet program designed for the Windows 95, Windows 98 or Windows NT Workstation 4.0 environment. The primary strength of a spreadsheet program is mathematical calculations. A spreadsheet program is used to prepare budgets, financial projections, and other row/column reports. You will be amazed at how intuitive Excel 2000 is. You do not need to memorize a lot of commands to get started.

```
Prerequisites
```

- ☐ Introduction to Windows or equivalent experience

```
Content
```

- Activate Microsoft Excel 2000
- Understand Excel 2000 window components
- Get Online Help
- Understand the workbook concept
- Select data and navigate in the worksheet
- Plan a worksheet
- Identify the six types of data contained in cells
- Type data in a worksheet
- Create and save a workbook
- Write formulas and use functions
- Use AutoSum and AutoCalculate
- Create and print a worksheet
- Understand Relative Cell Addressing
- Use the Clipboard to move or copy
- Use Drag and Drop to move or copy
- Use AutoFill
- Apply number formats
- Align cell entries
- Apply text formats
- Apply cell borders
- Edit or clear a cell entry
- Use undo and redo
- Spell check a worksheet
- Insert or delete rows

```
Phone:  602.266.1500          Microsoft Excel 2000 Introduction
Fax:    602.266.1555          Website: www.trainingalacarte.com
002.001.003                   e-mail: info@trainingalacarte.com
```